

# Facilities Ancillary Services Best Practice

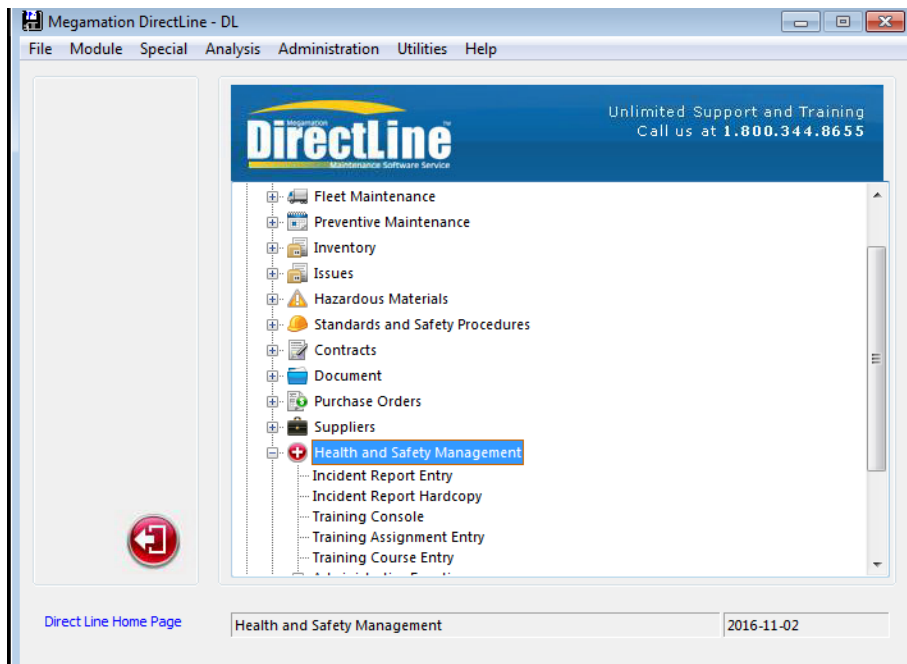
## Adding Employee Training to the Work Order System

### INTRODUCTION (Purpose and Importance)

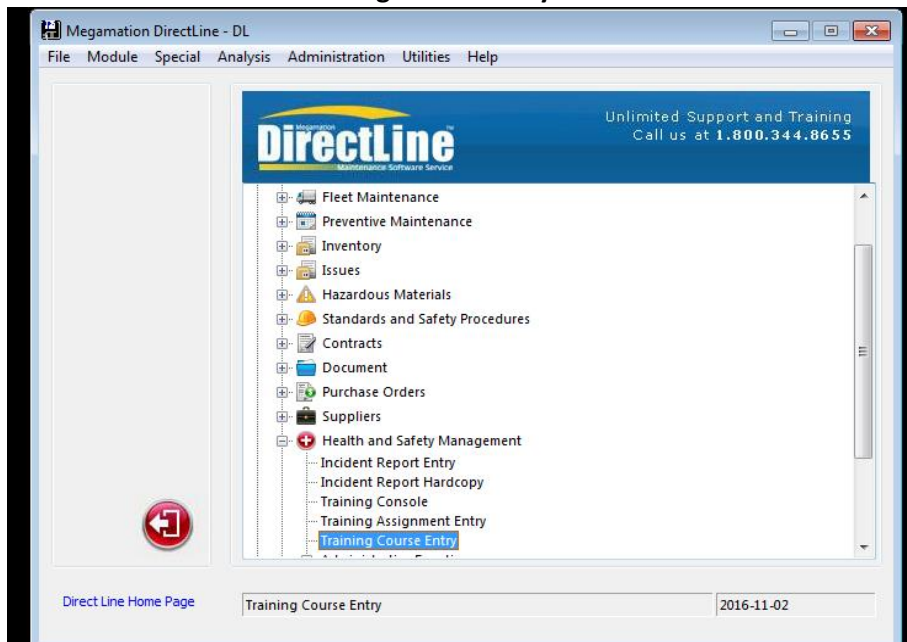
Instructions on how to add a new training course to the work order (Megamation) system and how to add courses to an employee record.

### To add courses/training to database

- Click on Module then **Health and Safety Management**



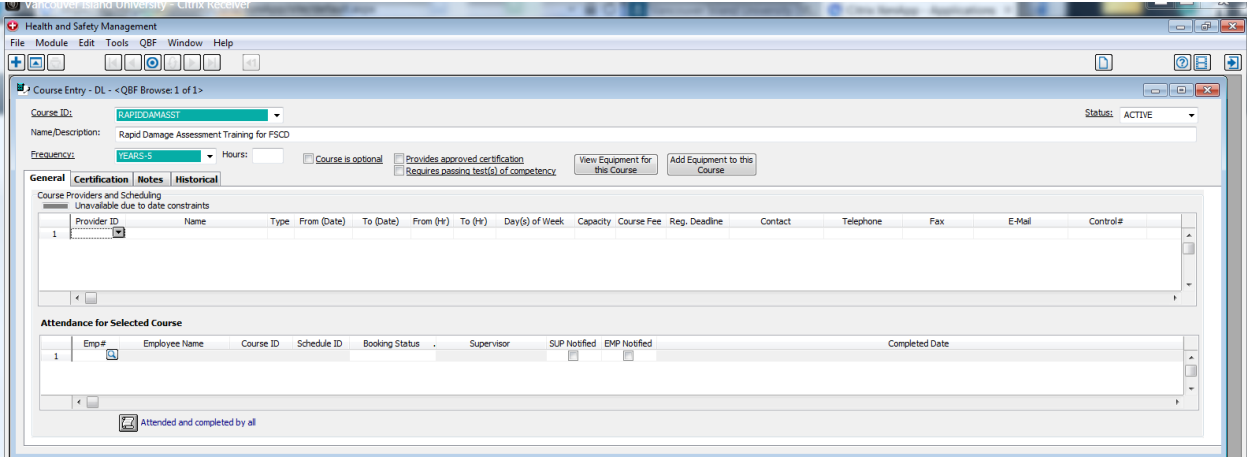
- Double click on **Training Course Entry**



### Under Training course entry

- Click on **Course ID** to create the ID, example: (RADTRASST) – no spaces (this is just an ID)
- Under **Name/description**, type in description of course, example: rapid training assessment training for FSCD staff
- choose Frequency
- save

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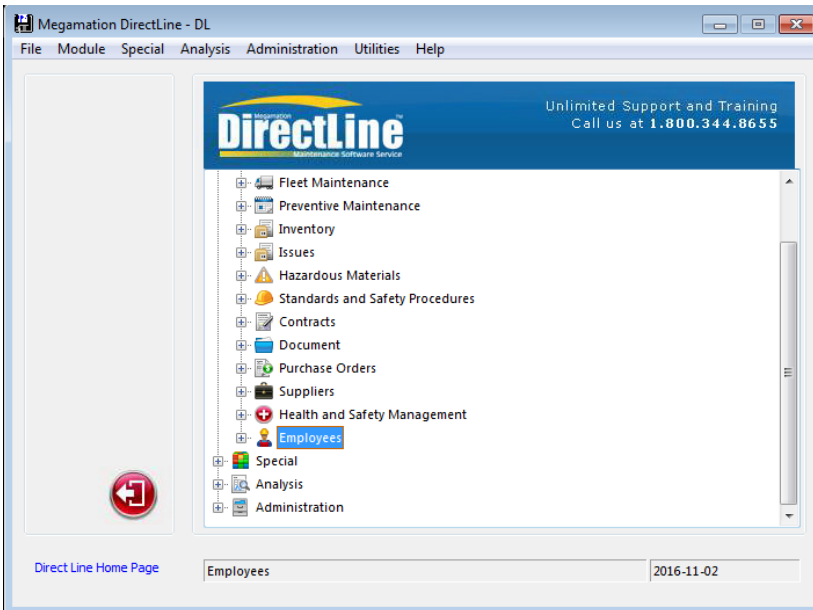


To make editions to course ID's go into Training Course entry pull up course and update.

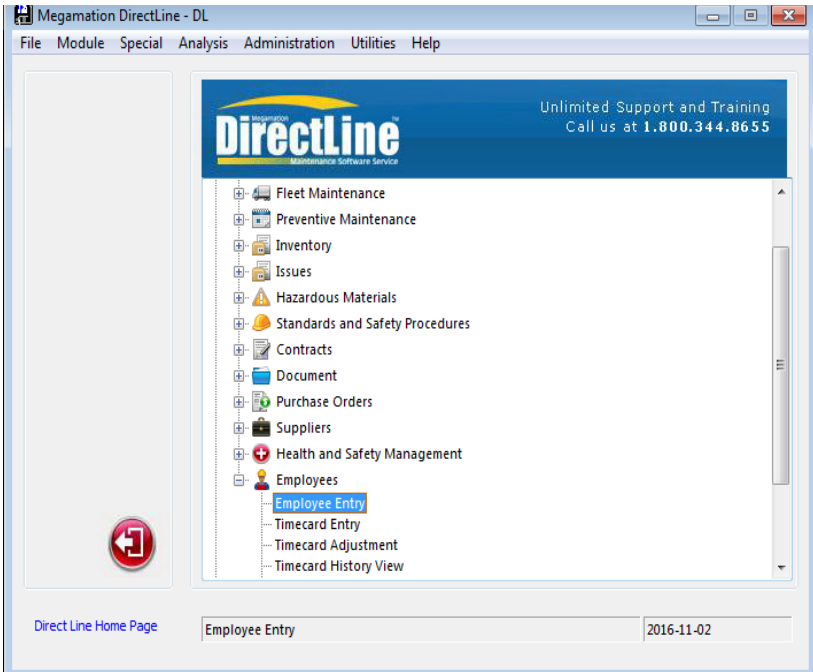
Once you have added the course/training to the database, you can now add this training to individual employee records.

## Add training to employee record

- Click on **Employees**

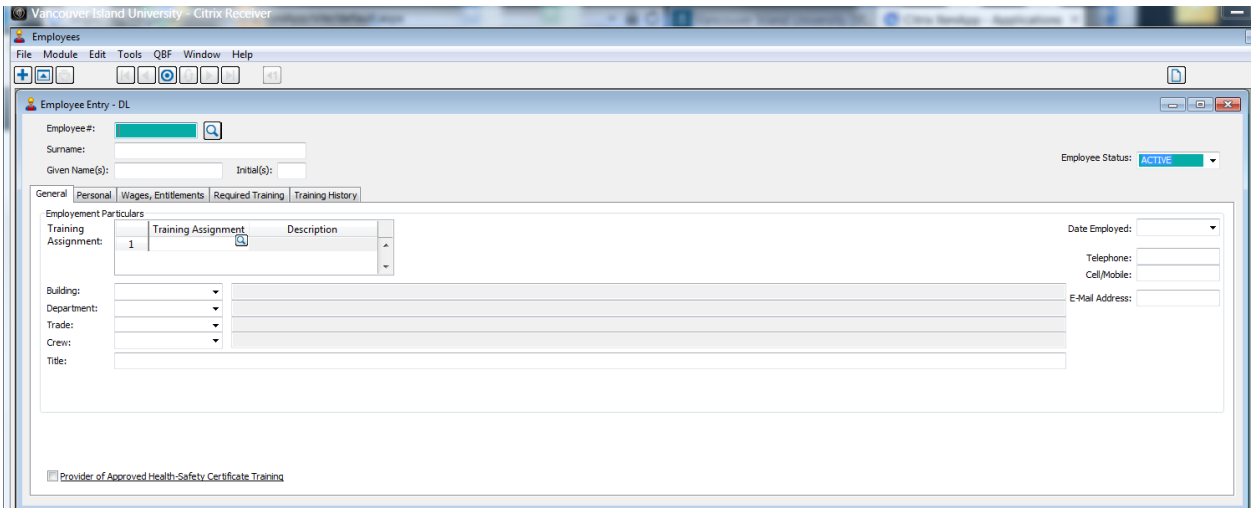


- Double click on **Employee Entry**

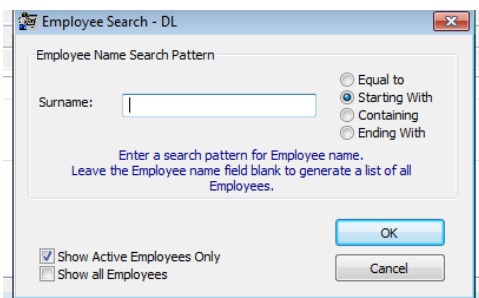


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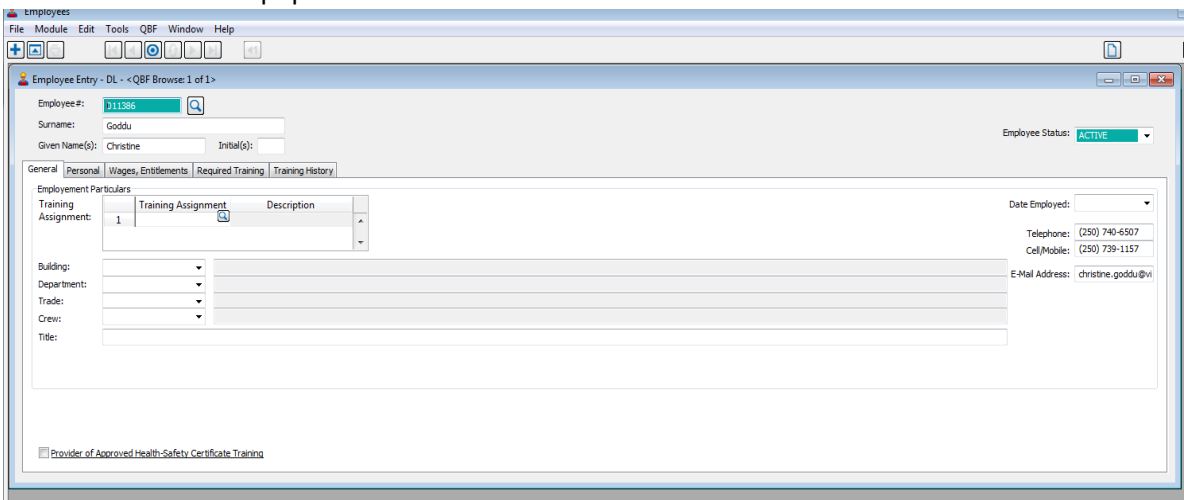
- The **Employee Entry** window comes up
- Click on magnifying glass next to **employee #** to search for employee by surname



- Employee Name search window comes up
- Type in surname and ok

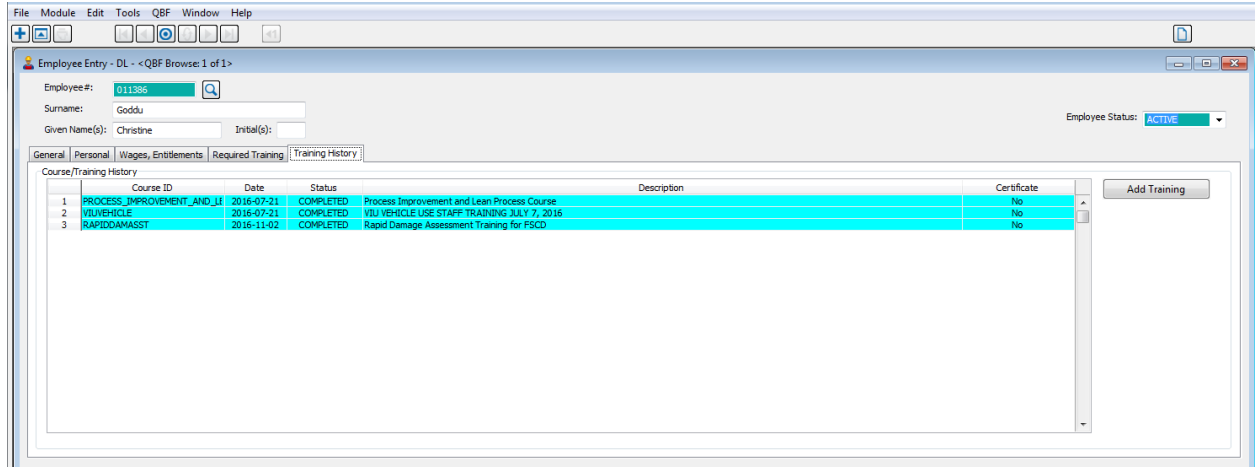


- Surname will populate

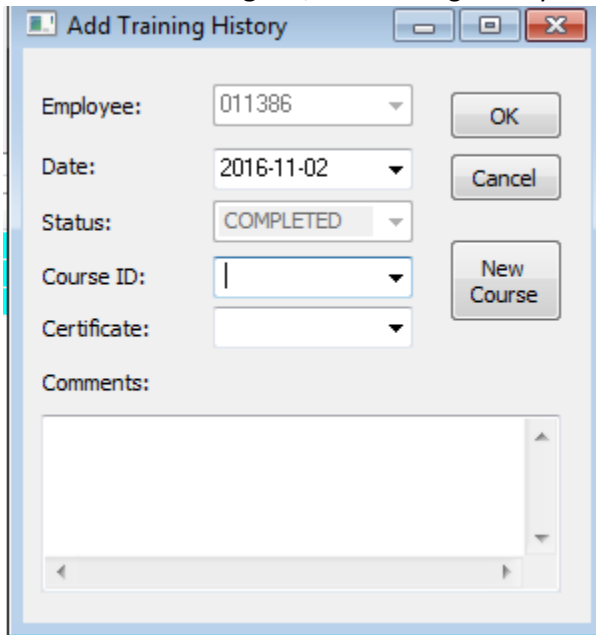


Click on **Training History** tab

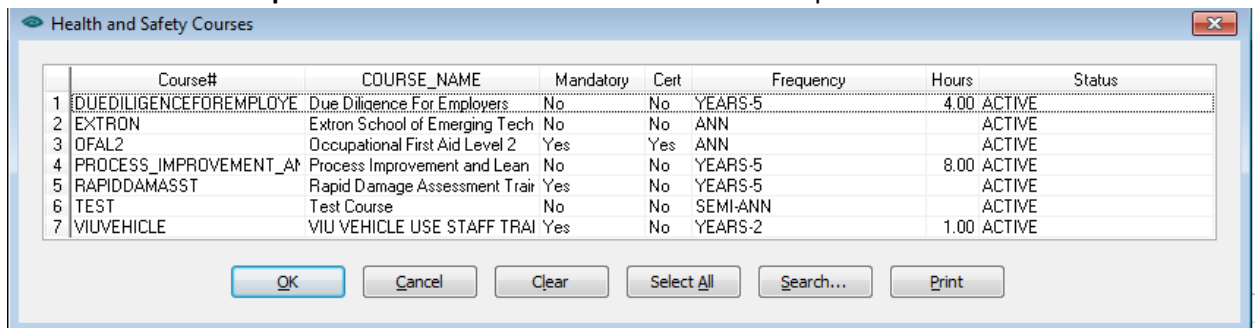
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Click on **Add Training** tab, add training history window comes up.



Click on **Course ID drop down menu** and the list of courses comes up.



From here you click on course# required and ok Save.